

State of Wisconsin
 Department of Natural Resources
 Bureau of Community Financial Assistance
 PO Box 7921
 Madison WI 53707-7921
 Phone (608) 266-7555
 Fax (608) 267-0496

Clean Water Fund Program(CWFP)
Plan of Operation Certification Checklist
 Form 8700-293 Rev. 10-01 Page 1 of 2

Notice: This form is authorized by s. NR 162.07, Wis. Adm. Code. Receipt of this information by the Department is mandatory for a CWFP loan. Failure to submit a completed form may result in the denial of loan funds for the project. Personal information collected on this form will be used for program administration and must be made available to requesters as required by Wisconsin Open Records law [s. 19.31 – 19.39, Wis. Stats].

| Project Information | |
|---|------------------------------------|
| Name of Municipality | Clean Water Fund Program Project # |
| Name of Project | |
| Typed Name and Phone Number of Person Completing This Form | Email Address |
| Provide Date Plan of Operation was Sent to DNR Basin Engineer | Name of Basin Engineer |

Plan of Operation – Indicate whether or not each item is covered in the Plan of Operation submitted for this project. Page two provides an explanation of what to address in the Plan of Operation for each item. (This section applies to projects for treatment facilities or new community sewerage systems. It does not apply to sewer rehabilitation projects or sewer extensions to existing collection systems – see next section)

| | Yes | No | Explain All No Responses |
|--|-----|----|--------------------------|
| 1. Chronology of implementation dates | | | |
| 2. Staffing and training | | | |
| 3. Records, reports and laboratory control | | | |
| 4. Process control and start-up procedures | | | |
| 5. Safety procedures | | | |
| 6. Sludge management | | | |
| 7. Emergency operating plan | | | |
| 8. Maintenance management | | | |
| 9. Operation and maintenance manual | | | |
| 10. Operation and maintenance budget | | | |
| 11. Other elements, as appropriate | | | |

| For Collection and Interceptor Rehabilitation Projects |
|--|
| Indicate date for submission of revisions to the existing Operations and Maintenance Manual. |
| DATE: |

| CERTIFICATION | |
|--|-------------|
| We certify that, to the best of our knowledge and belief, the information provided on this form is complete and correct. | |
| Signature of Project Engineer | Date Signed |
| Signature of Authorized Representative | Date Signed |

| LEAVE BLANK - FOR DNR USE ONLY | |
|----------------------------------|-----------------------|
| Signature of DNR Project Manager | Date Review Completed |

A Plan of Operation is intended to identify specific actions and related completion dates to assure that the facility and all associated personnel are properly prepared for start-up and continued operation of sewage treatment plants. The DNR requires a Plan of Operation to include the following items pursuant to ss. NR 162.07 & 162.12, Wis. Adm. Code.

- (1) Summary of Implementation Dates in Chronological Order. Provide a summary of all implementation dates (as identified in items 2 through 11) in chronological order.
- (2) Staffing and Training. Assure that supervisory, operations, maintenance, laboratory support, and administrative personnel are hired and trained in a timely manner. Identify sources of training whenever possible. Of particular importance is the need to have the Chief Operator on site by 50% completion of construction.
- (3) Records, Reports, and Laboratory Control. Identify the establishment of an adequate laboratory, recording, and reporting system, including the development of any special forms needed for reporting or process control requirements. Specify any special training needs related to a laboratory control program.
- (4) Process Control and Start-up Procedures. Consider plant start-up to assure subsequent plant operation with a minimum of problems and to set the proper framework for long-term, trouble-free, efficient plant operation under all operating conditions. Identify necessary actions related to start-up, such as wet and dry testing of equipment instrument calibration, and a review of process control procedures during the start-up period.
- (5) Safety Procedures. Describe your plan to develop effective employee safety programs and conduct appropriate training in advance of start-up. Comply with existing and projected state and local safety requirements. Identify all hazardous conditions. Appraise and appropriately consider these conditions in the in-plant safety and health plan. Include in your plan a training program that is responsive to identified needs and guidance.
- (6) Sludge Management. Identify necessary actions related to the sludge management program, which may include obtaining approved sites for land application of sludge, contracts for sludge hauling and/or disposal, and community relation efforts associated with the sludge or septage receiving programs. Also address in the plan the administrative, monitoring and operational procedures associated with the start-up of septage receiving facilities.
- (7) Emergency Operating Plan. Include a comprehensive contingency plan for emergency operations in the plant O&M Manual. This plan should be substantially implemented in advance of start-up. Issue appropriate instructions and specific response guidance throughout the plan in order to minimize the possibility of plant failures under all conditions that *may* occur. An effective emergency response plan requires advance training in order to be effective.
- (8) Maintenance Management. Include a schedule for developing and implementing a maintenance management system. Consider the need to operate the system and/or to deal with complex equipment maintenance problems. Additional considerations include personnel training, supplies of chemicals used in the treatment process or process control, laboratory supplies, the provisions of necessary maintenance tools and spare parts inventory.
- (9) Operation and Maintenance Manual. Include in the Plan of Operation a submittal date for the plant Operation and Maintenance Manual that allows the Department to accept the Manual at least 30 days prior to project start-up. Describe procedures in the Plan of Operation for future review and updating of the Manual in order to ensure that the most effective operational guidance is provided based upon actual operating experience.
- (10) Operation and Maintenance Budget. Describe the process and actions necessary to determine your O&M budget. Any planning process must consider budgetary constraints on the implementation and provide for a process for adequate budget controls. Consideration must be given to the development and use of a user charge system as well as to the availability of 10% of industrial cost recovery receipts for supporting O&M costs.
- (11) Other Elements. Address other elements as necessary, to assure timely implementation of actions related to continued efficient and reliable operation of the facility. Also identify actions and timing related to the development and implementation of sewer use ordinances and pretreatment ordinances or other local rules or regulations. Consider establishing procedures for preparing an annual O&M Report for staffing, training, budget planning, maintenance, and future construction planning purposes.